

**Tasking Memorandum No.** 99-238

**Memorandum For** Cdrs, DCMDs

**Subject:** DLA Veteran's Heritage Award for 1999

**Suspense Date:** September 10, 1999

**Target Audience:** Directors, Human Resources Customer Service Units (CSUs)

**New Information/Guidance/Tools:**

- The attached CAHW memorandum requests nominations for the DLA Veteran's Heritage Award for 1999.
- The purpose of the award is to recognize veterans in DLA and DCAA who exhibit leadership by continuing to serve their fellow veterans, our agencies, and our country.
- The memorandum provides guidance on eligibility and nomination format.
- Request the Districts submit nominations to HQ DCMC, Attn: DCMC-BA, by the suspense date.
- HQ DCMC will consolidate District input; obtain HQ DCMC Commander approval; and forward the nominations to CAHW.

**Point of Contact for Further Information:**

patricia\_mcguire@hq.dla.mil/ Resource and Organizational Management/DCMC-BA/ DSN 427-2407, (703) 767-2407

  
**Signature:** Marcia Case, Director, Resource and Organizational Management Team



REPLY  
REFER TO

CAHW

DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
8725 JOHN J. KINGMAN ROAD, SUITE 2500  
FT. BELVOIR, VIRGINIA 22060-6221

S: October 1, 1999

JUL 1 1999

MEMORANDUM FOR DLA EXECUTIVE MANAGEMENT TEAM

SUBJECT: DLA Veteran's Heritage Award for 1999

In 1997 DLA and the Defense Contract Audit Agency (DCAA) established the Veteran's Heritage Award for the purpose of recognizing those veterans in the DLA and DCAA families who exhibit leadership by continuing to serve their fellow veterans, our agencies, and our country. In November 1999, DLA and DCAA will again co-host the Veteran's Heritage Celebration at the HQ Complex where winners of this award will be honored.

We are now seeking nominations for this year's awards. Award criteria and nomination procedures are attached. Please give this package the widest possible dissemination within your organization. All nominations, prepared in accordance with the attached procedures, are to be submitted to CAHW and must be received no later than October 1, 1999.

Submitting activities will be responsible for all costs associated with the travel to Fort Belvoir of award recipients. Additional information on various veterans' service organizations may be obtained by visiting the Veteran's Administration web site at <http://www.va.gov/vso/view.asp>.

Any questions concerning the award or nomination procedures may be directed to Ms. Saundra Hazel. (703) 767-6422. DSN 427-6422 or e-mail: [saundra\\_hazel@hq.dla.mil](mailto:saundra_hazel@hq.dla.mil). Nomination procedures may also be retrieved from the CAH web site at <http://cahnet.hq.dla.mil>.

*40R Sandra M. Miller*  
SANDRA M. MILLER  
Assistant Executive Director  
Workforce Effectiveness and  
Development Group  
Human Resources

Attachment



## **Defense Logistics Agency**

### **Veteran's Heritage Award**

- 1. Purpose and intent of the award:** In the spirit of celebrating the rich heritage of our country's Armed Forces, its veteran's organizations, and the valuable contributions veterans have made, and continue to make, to the Agency and our mission, DLA wishes to recognize this special group from within our community. As such, the Agency will present a "Veteran's Heritage Award" to a maximum of three recipients at our annual Veteran's Heritage Celebration co-hosted with the Defense Contract Audit Agency (DCAA).
- 2. Nature of the award:** The accomplishments of the recipients will be recognized in a public forum at a ceremony held at the Headquarters Complex, Fort Belvoir, VA, and each will be presented a suitably engraved plaque.
- 3. Eligibility requirements:** Veterans who are currently employed by or who have been assigned to DLA for at least one calendar year. For the purposes of this award only, a veteran is defined as one who has honorably served or continues to serve in the Armed Forces of the United States. All veterans who are DLA personnel regardless of rank, grade or occupation, who meet the above criteria, may compete.
- 4. Award selection criteria:** The DLA Recognition and Awards Board will recommend to the Director up to three individuals nominated from within the DLA community who possess characteristics which clearly exhibit leadership in the following three areas:
  - A. Participation in veterans organizations and overall service to veterans
  - B. Military awards/decorations/citations
  - C. Contributions to the DLA mission

## **5. Nomination procedures:**

- A. Commanders, Directors, or Administrators of each DLA activity, both field and HQ, may submit as many nominations for this award as they wish. Each nomination must be accompanied by an endorsement from the head of the submitting activity.
- B. Nominations are to be submitted in the following format:
  - 1. Nominee's name:
  - 2. Office telephone number and E-mail address:
  - 3. Local mailing address, including any office symbols:
  - 4. Grade and occupational series, or rank and primary military occupational specialty:
  - 5. Current position and title (if appropriate):
  - 6. Length of service with DLA:
  - 7. Total length of all Federal service, including military and civilian (as appropriate):
  - 8. Length of service with any other Federal agencies (as appropriate):
  - 9. Primary activity submitting nomination:
  - 10. Name, title, office telephone and FAX numbers, and E-mail address of the nominee's immediate supervisor:
  - I 1. List of names and addresses of all veterans organizations of which the nominee is a member. and those in which he/she actively participates:
  - 12. Narrative description of the kinds and frequency of the services provided to other veterans:
  - 13. List of military awards/decorations/citations (attach copy of DD Form 214 or appropriate section from current service record, as appropriate):
  - 14. Narrative description of nominee's contributions to the DLA mission, including any awards or honors received during his/her service with DLA:
  - 15. List other achievements, recognition, or awards received from civic, fraternal, technical, or professional organizations:
  - 16. Other official comments or observations that attest to the nominee's service to veterans organizations or causes: